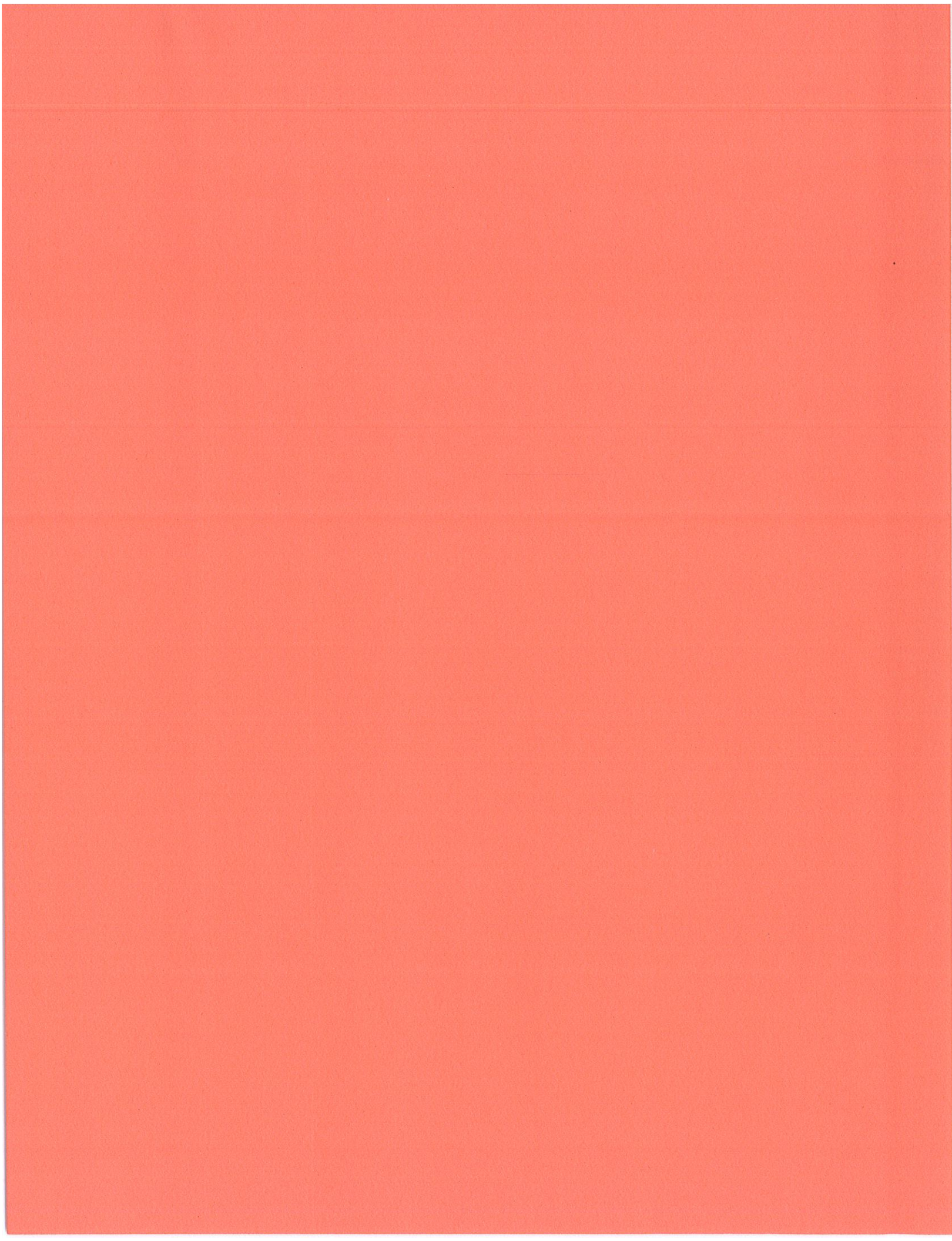


Weekly Management Report

July 17, 2015

1. **Synopsis** – Planning Board Meeting of July 13, 2015 – Community Development Department
2. **Synopsis** – Burbank Hospitality Association Meeting of July 9, 2015 – Community Development Department
3. **Synopsis** – Board of Building and Fire Code Appeals Meeting of June 30, 2015 – Community Development Department
4. **Synopsis** – Burbank Cultural Arts Commission Meeting of July 9, 2015 – Parks and Recreation Department
5. **Notes** – City Notes, July 10, 2015 – City Manager





memorandum

DATE: July 14, 2015
TO: Mark Scott, City Manager
FROM: Justin Hess, Asst. City Manager/Interim Community Development Director *JH*
SUBJECT: Planning Board Actions of July 13, 2015

At the regular meeting of July 13, 2015, the Planning Board discussed the following items:

1. Visual Preference Survey developed by Consulting Team of Dyett and Bhatia and John Kaliski and Associates, First Draft:

The consulting team of Dyett and Bhatia and John Kaliski are recommending that Burbank residents participate in an online Visual Preference Survey as part of the community engagement for the Single-Family Design Guidelines and Code Revision. The potential survey was presented to the Planning Board on July 13, 2015.

The Board reviewed the draft Visual Preference Survey and provided suggestions and recommendations to improve the survey for adequate community outreach.

2. Status of construction and the public art component for the Nickelodeon Office Building project located at 203 West Olive Avenue:

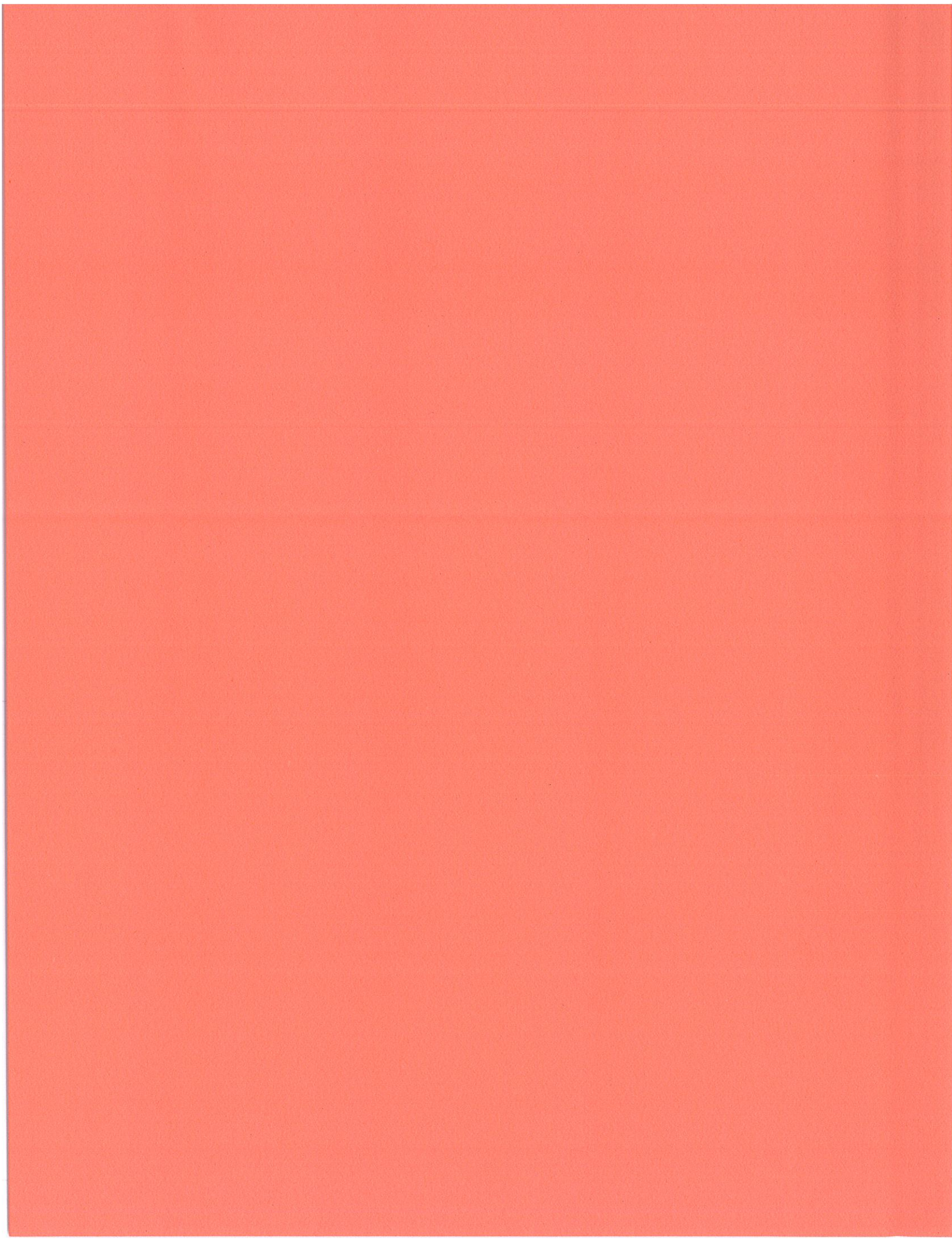
The Planning Board was presented with an update on the status of construction and the public art component for this project.

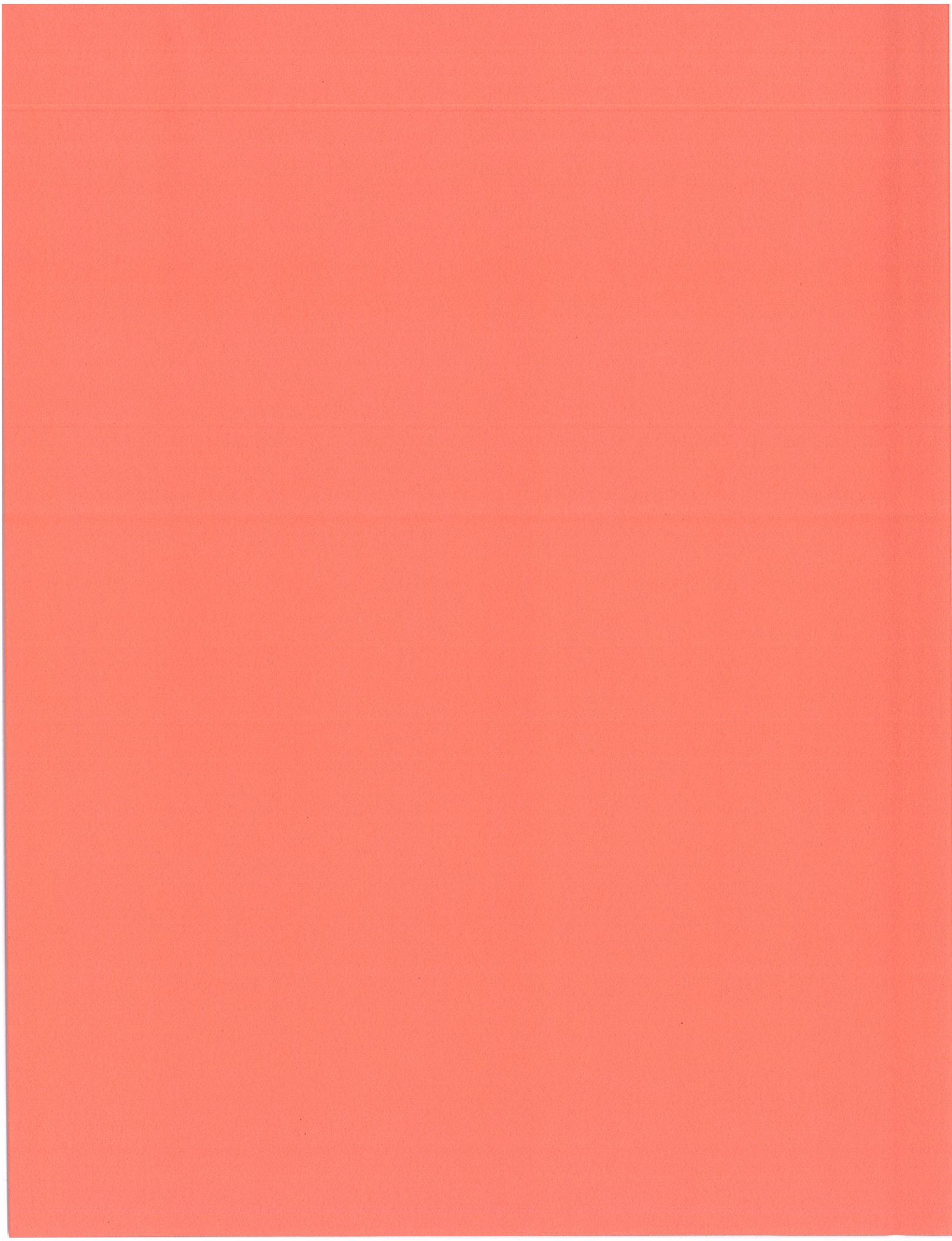
3. Scope of Work for the High Speed Rail Station Area Planning Grant Application:

The Planning Board was presented with an updated Scope of Work for the High Speed Rail Station Area Planning Grant Application.

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CHIEF OF BUREAU
CITY OF BURBANK







memorandum

DATE: July 13, 2015

TO: Mark Scott, City Manager

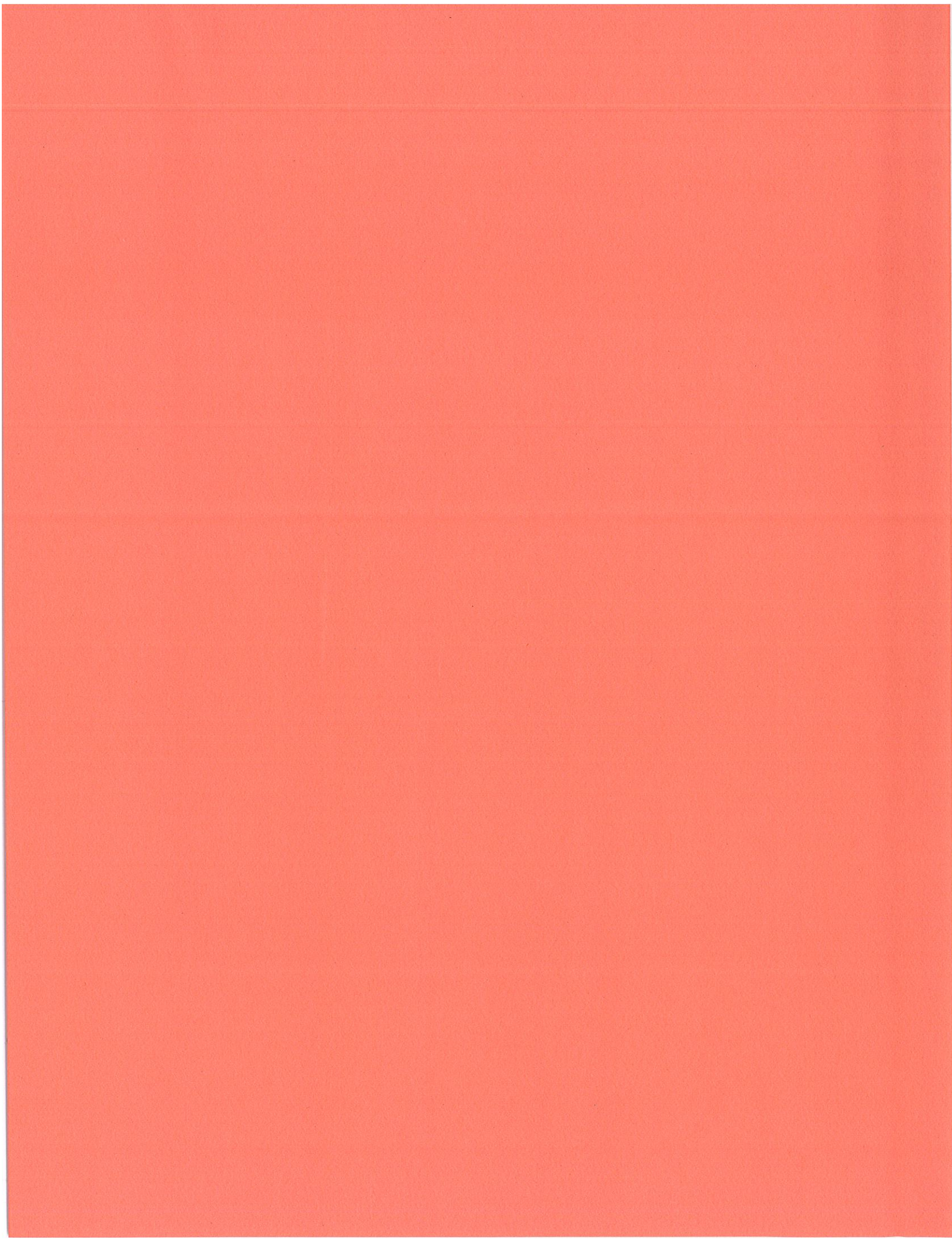
FROM: Justin Hess, Asst. City Manager/Interim Community Development Director 

SUBJECT: BURBANK HOSPITALITY ASSOCIATION MEETING – JULY 9, 2015

- The Burbank Hospitality Association (BHA) approved a \$5,000 sponsorship for the Downtown Burbank Car Classic. The sponsorship will be used for radio media buys to promote Visit Burbank in conjunction with the Car Classic event.
- Utopia Entertainment presented findings from Phase I of the Event Development and Research Project. Phase I concluded the assessment of current events, with the BHA Board selecting Burbank International Film Festival, the Car Classic and a new event which would revolve around athletics or a marathon for the Phase II process. Phase II will take a more in-depth look at the selected/higher-ranking events and provide recommendations on how to grow these events. Utopia is scheduled to complete the Phase II process in approximately four weeks.

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CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT





memorandum

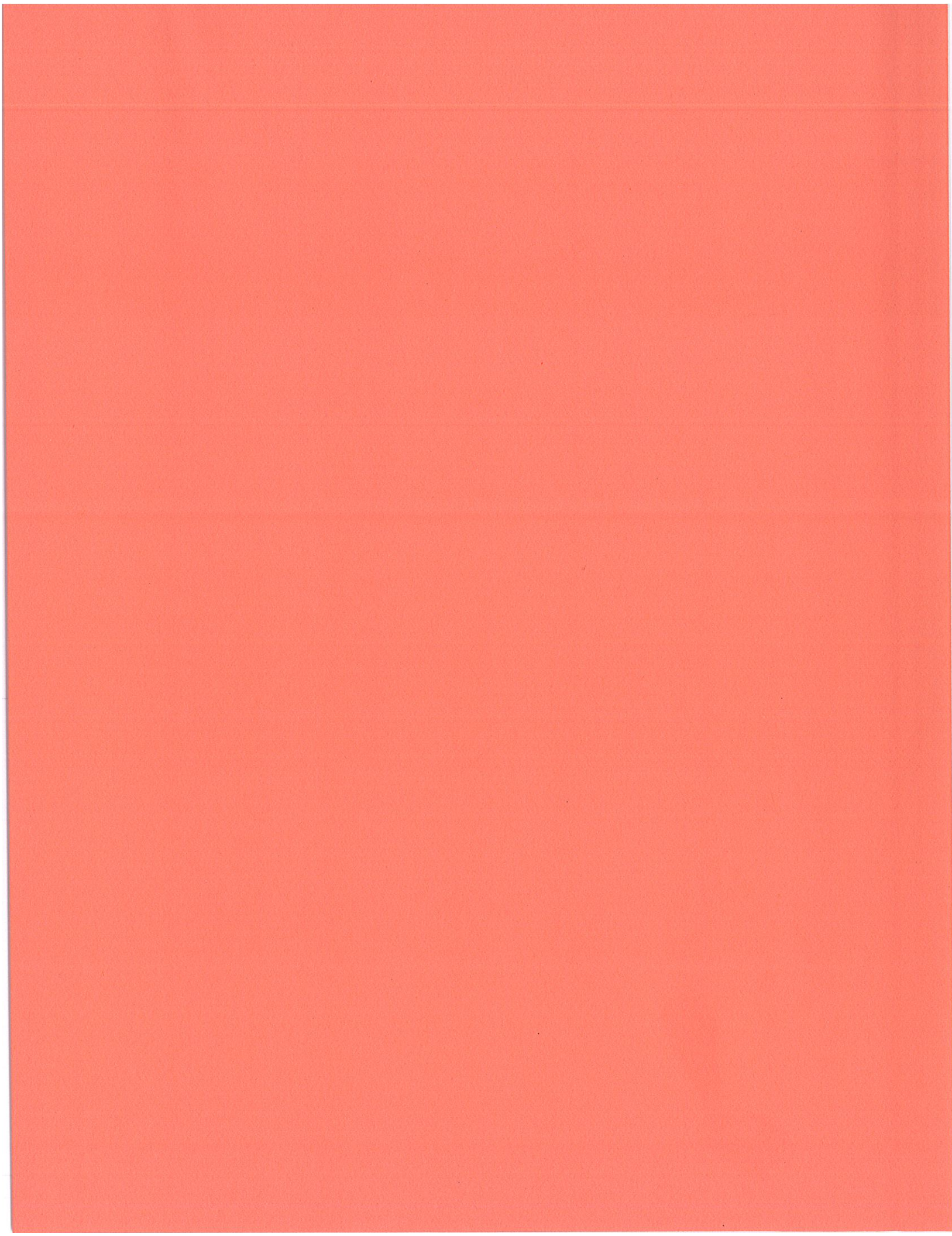
DATE: July 7, 2015

TO: Mark Scott, City Manager

FROM: Justin Hess, Asst. City Manager/Interim Community Development Director *JA*

SUBJECT: Board of Building and Fire Code Appeals Meeting - June 30, 2015

- The Board welcomed two new members: Sophia Ngo-Conn and Walt Brennan Jr.
- The Board elected officers for the 2015-2016 term. Vice Chair Ernest Dellinger was elected Chair, and Sophia Ngo-Conn was elected Vice Chair.
- The City Attorney's Office presented an overview of the Brown Act.
- Building Division staff provided brief updates on the Building Division's role in enforcing the Interim Development Control Ordinance and the Low Impact Development Ordinance recently adopted by City Council.
- Building Division staff presented a report on Assembly Bill 2188, which requires local governments to adopt an ordinance requiring an expedited permit process for small residential rooftop solar systems.



CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Burbank Cultural Arts Commission

Date: July 9, 2015

Members Present: Edward Clift, Edward Arno, Lynda Willner, Barbara Beckley, Cynthia Pease, Mary Elizabeth Michaels, Jeff Rector, Peggy Flynn

Members Absent: Brian Miller

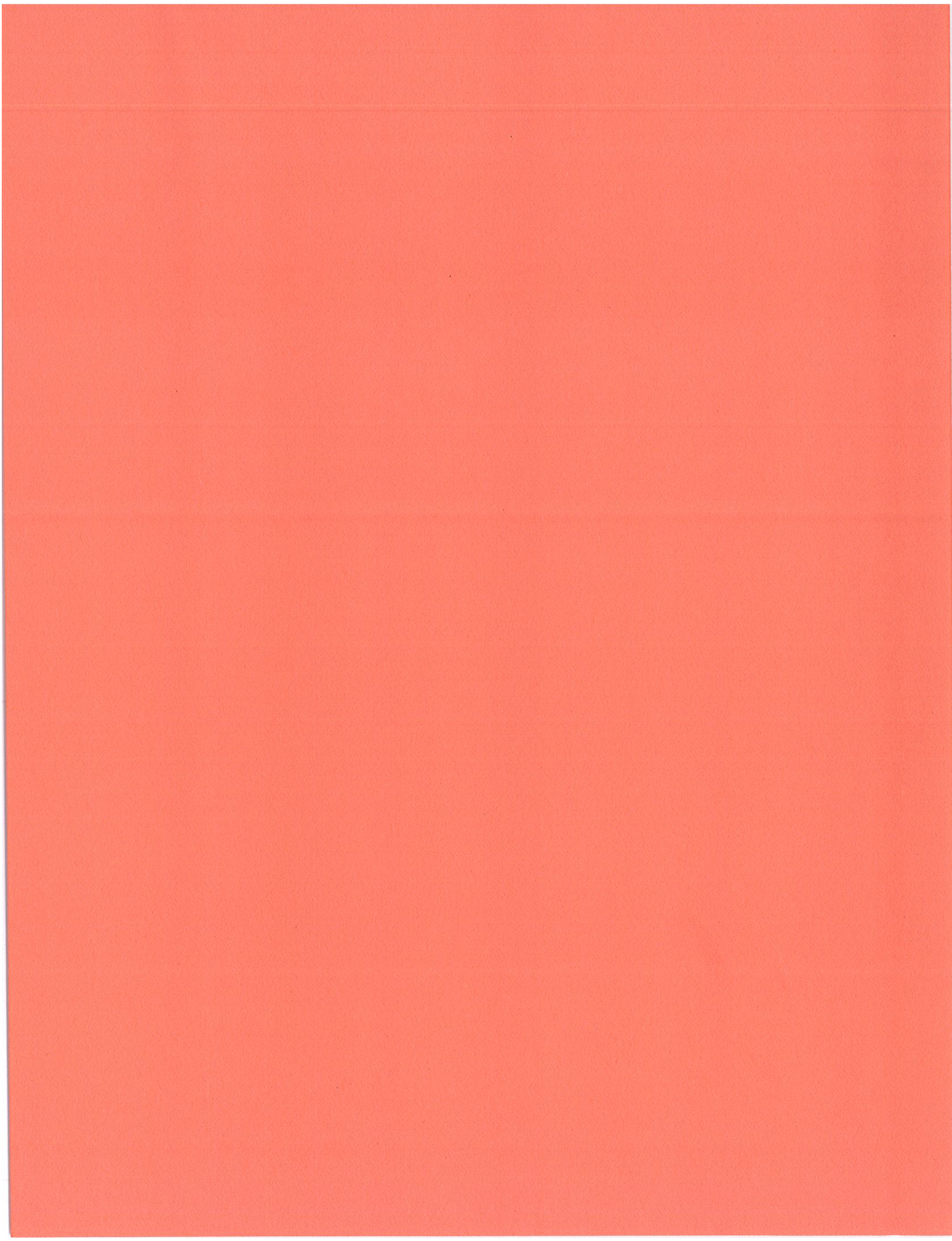
Staff Present: Kris Smith, Kristin Buhagiar, Caroline Arrechea

Liaisons Present

Item Discussed		Summary	Direction or Action, if any
1	Nan Rae Studio Tour	Artist Nan Rae gave the Commission a tour of her art studio and a brief presentation on how she became an artist.	None
2.	Art in Public Places Update	The Commission deferred this item to the next meeting.	None
3.	Individual Artists Showcases	The Commission deferred this item to the next meeting.	None
5.	2015 Burbank Cultural Arts Commission Goals Taskforces	<p>The Cultural Arts Commission has established 5 goals to be accomplished over the next year:</p> <p>Goal 1: Communication</p> <p>Goal 2: Burbank Arts Beautification</p> <p>Goal 3: Community Outreach</p> <p>Goal 4: Support Artists and Arts Organizations</p> <p>Goal 5: Commission Administration/Development</p>	<p>Goal 1: The website continues to be updated.</p> <p>Goal 2: The Commission discussed the ongoing utility box beautification program. Items discussed included distribution of the brochure, the program's press release, composition of the artist selection panel, solicitation of paint donations, and the possibility of extending the deadline for artists to submit applications.</p> <p>Goal 3: The Committee is continuing to work on outreach within the</p>

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		<p>community. Staff will re-send the sponsorship information to the Commission members so they can reach out to their contacts.</p> <p>Goal 4: The Committee continues to work on convening events for the community and specific topics to cover. The Committee considered September 23, 24, 30 or October 1 as possible dates to hold a meeting for further discussion.</p> <p>Goal 5: The Committee will send an email to the Commission members soliciting budget numbers for ongoing projects as well as for any new initiatives. Mr. Clift announced that he had taken a position at the Brooks Institute and would most likely not be part of the Commission after September.</p>
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Important Updates for the Burbank City Council

July 10, 2015

Catalytic Converter Theft Ring Smashed by BPD

More than 60 Burbank residents have started their cars in the morning only to find that the catalytic converter had been stolen during the night. Working from leads developed during the investigation of these cases, BPD detectives initiated surveillance of several individuals suspected of these thefts. BPD detectives and uniformed patrol officers apprehended five individuals as they were acting in concert to remove catalytic converters from parked vehicles without permission from the owners on July 2. The suspects, who are all residents of Los Angeles, were found to be in possession of several stolen catalytic converters, two-way radios, cordless reciprocating saws, gloves, knee pads, saw blades and a floor jack. Police arrested the suspects for conspiracy to commit grand theft. BPD detectives are working with surrounding law enforcement agencies to link additional crimes to this organized gang of thieves.

Burbank Library Branch Closures for RFID Upgrades

Burbank Public Library will be upgrading its material management system by implementing RFID (Radio Frequency Identification) technology. During Phase 1, branches will be closed one at a time in order to prepare materials for the transition to self-check-out, which will include credit card payment. Northwest Branch Library will be closed Monday, July 27 to Friday, July 31; Buena Vista Branch Library will be closed Monday, August 3 to Sunday, August 9; and Central Library will be closed Monday, August 10 to Saturday, August 15.

Springhill Suites Grand Opening



Burbank's first Springhill Suites by Marriott will open on Monday, July 13. This boutique-style hotel will feature 170 rooms with amenities such as a pool and spa, fitness center, free high speed internet, 136 parking spaces, and a 700 square foot meeting/ event space. The development took 18 months to complete with an investment of \$45 million.

Springhill Suites is located at 549 South San Fernando Blvd., in walking distance of Downtown Burbank, close to over 480 shops, restaurants, and entertainment venues. This is the third hotel in the Downtown Burbank vicinity adding to the attraction of the district.

Noon Rotary Presents Rex Andrews Scholarship Award

Burbank Rotary Foundation recognized Officer Paul Lin as the 2015 recipient of the Rex Andrews Scholarship Award. The annual award recognizes the benefit of formal education for police officers, along with integrity and professionalism, in law enforcement. As a Burbank Police Officer, Officer Lin continues to professionally develop himself through the educational process; examples include classes on DUI and Traffic investigations, Drug Abuse Recognition, and Search and Seizure laws.



Native American Day

The Stough Canyon Nature Center hosted its annual Native American Day on June 28. More than 125 participants learned about the Gabrielino-Tongva tribe and Native American culture through a variety of experiences. Participants enjoyed performances from local Gabrielino-Tongva dancers, Native American food, arts and crafts for all ages, and the Smoky Hollow Woodcarvers.



Heroes' Day with the Burbank FD



Burbank Fire Department personnel celebrated Heroes' Day with a breakfast at senior home Belmont Village on July 2. The residents expressed their appreciation for all that the Department does to assist them. This breakfast was a great opportunity for residents and fire personnel to interact in a social setting.

Starlight Bowl Independence Day Music and Fireworks Show

On July 4, the Starlight Bowl celebrated Independence Day with its annual music and fireworks show. The festivities were kicked-off with a flyover by a Red Tail plane named "Bunny." The crowd was greeted by Lt. Col Robert Friend, the original pilot of the WWII plane, who earned his wings as a Tuskegee airman and was one of the first African Americans to serve in the U.S. Military. The sold-out crowd enjoyed an evening of non-stop hits by Rumble King and Swing Kings. The night ended with a sensational 20-minute fireworks show by Pyro Spectacular. Each guest in attendance received a pair of 3D glasses to enhance the show and get a full 3D experience.



Burbank FD Uses New All-Terrain Vehicle



The Burbank Fire Department responded to a small fire near the Starlight Bowl fireworks detonation area on July 4. One of the responding units was Gator 16, which is an all-terrain vehicle. The vehicle was fully grant funded and will be deployed for emergency responses in the Burbank hills.

Upcoming Ribbon Cutting

The Armenian Cultural Foundation will be celebrating the newly renovated Indoor Basketball Court and Gymnasium of the Burbank Youth Center. This event will be held on Thursday, July 16 at 5:00 p.m. at 75 East Santa Anita Avenue.